

# SharedSpoons Working Agreement

## Purpose:

This agreement outlines our team's shared approach to creating a respectful, collaborative, and productive environment while staying true to Agile principles.

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## General Principles

1. **Respect and Openness:**
    - We will respect each other's ideas, time, and contributions.
    - Everyone is encouraged to express their thoughts and concerns
  2. **Continuous Improvement:**
    - We will find ways to improve through regular reflections.
    - Feedback will be given constructively and received with an open mind.
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## Collaboration and Accountability

1. **Communication:**
    - We will prioritize face-to-face communication when possible and use tools like Discord or text-messaging for online updates.
    - Stand-ups will occur daily to synchronize and address any blockers.
  2. **Decision-Making:**
    - Decisions will be made collaboratively, ensuring all voices are heard.
    - For technical matters, the development team will work together to reach a consensus.
  3. **Team Alignment:**
    - Everyone will commit to shared goals and work collaboratively to achieve them.
  4. **Ownership:**
    - Each team member takes responsibility for their assigned tasks and seeks help when needed.
    - Issues or blockers will be raised promptly during stand-ups or via the agreed communication channel.
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## Working Practices

1. **Sprint Commitments:**
  - Each sprint, we will commit only to work we are confident we can deliver.

- Scope changes will be minimized and discussed only under exceptional circumstances.
  - 2. **Definition of Ready:**
    - Stories will be considered ready when they have clear acceptance criteria, are properly sized, and have sufficient detail for development.
  - 3. **Definition of Done:**
    - A task is "done" only when it meets the acceptance criteria, has been tested, and reviewed.
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## Respecting Time

1. **Meeting Discipline:**
    - Meetings will have clear agendas and adhere to timeboxes.
    - We will start and end meetings on time.
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## Retrospective and Iteration

- We will hold retrospectives at the end of each sprint to discuss:
  - What went well.
  - What didn't go well.
  - What we can improve moving forward.